



## **NORTH-EAST REGIONAL HEALTH AUTHORITY ACCOUNTANT (FMG/PA 1)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of public health services within the parishes of **St. Ann, St. Mary and Portland**, is seeking to fill the position of **Accountant (FMG/PA 1)**, at the **Port Maria Hospital**.

### **Summary:**

Reporting to the **Chief Executive Officer**, the incumbent is required to ensure that the Region maintains current and accurate sub-ledger records, compliance with the Authority's financial policies and procedures, implement proper financial systems and procedures for the management of sub-ledger accounts. The officer will also be responsible for monitoring financial activities of programmes and the hospital along with other accounting assignments.

### **The ideal candidate will meet the following educational criteria:**

- AAT Level 3 or;
- ACCA –CAT Level 3 or;
- ACCA Level 1 or;
- Diploma in Accounting, MIND or;
- Diploma in Government Accounting, MIND or;
- Bachelor's Degree in Accounting/ Management Studies with Accounting or BBA from a recognized University.

### **Specific Knowledge Required:**

- Knowledge of all aspect of accountancy.
- Knowledge and maintenance of internal control procedures.
- Practical experience of EDP systems and their applications.
- Implementation and maintenance of proper financial management control systems.
- Knowledge of the management of budgets and inventory systems.

### **Key responsibilities will include but not limited to:**

- Ensuring approval for expenditure against established operating plans and established processing procedures.
- Monitoring the lodgment of fees and preparing relevant fee report.
- Supervising the procurement process to ensure compliance with GOJ Public Procurement Guidelines.
- Supervising the security and storage of records to facilitate smooth internal and external annual audit reviews.
- Supervising the preparation of bank reconciliations on a monthly basis to ensure strict Cash Management procedures are maintained.
- Maintaining the integrity, accuracy, control and timelines of vouchers and cheque payment.
- Performing any other related duties to the position or as requested by the Chief Executive Officer.

### **REMUNERATION PACKAGE PER ANNUM**

Salary Scale: \$2,735,387 – 3,678,791 per annum.

Applications along with resumé should be submitted no later than **Friday, 2023 February 03** to:

**The Director,  
Human Resource Management & Development  
North-East Regional Health Authority,  
34-38 Ocean Village Shopping Centre,  
Ocho Rios, St. Ann,  
E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm) or Fax: (876) 795-2747**

**NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS  
WILL BE ACKNOWLEDGED.**